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22 OCT 1985

MEMORANDUM FOR: Director of East Asian Analysis

FROM: Robert Gates
Deputy Director for Intelligence

SUBJECT: Inspection of the Office of Central Reference

The IG is currently conducting an inspection of the Office of Central Reference. Starting in about ten days, the OCR IG team plans to begin examining in-depth OCR's relationship with other DI offices. The team wishes to obtain a better understanding of the support provided to you by OCR as well as discuss related issues.



I would appreciate it if your office could marshall its impressions and opinions--kudos as well as brickbats--of OCR services in order to pass them on orally to a member of the OCR IG Inspection Team. Specific examples would be most helpful. You may wish to designate someone for this purpose.

Some of the OCR functions on which the IG would like to get your office's evaluation are:

- biographic files, analysis and production
- current (NID) and in-depth analytical production
- area reference services (i.e. installations, organizations, directories)
- RECON indexing and document retrieval services
- Map Library
- foreign and domestic publication acquisitions
- library services
- hard copy dissemination
- graphics support (including utilization of TV)
- SAFE support functions (SURE).

The team would also like to learn of any individuals in your office who have particularly close dealings with OCR or who would like to discuss OCR related issues with it.

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In addition to getting feedback on the above, a member of the team will be interested in meeting briefly with you personally to discuss some broader issues relating to the OCR mission and functions, such as the relationship of OCR to the regional offices and the role of a support/service organization in the DI.

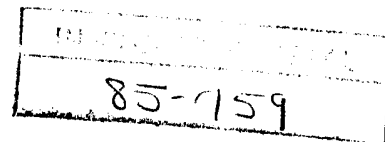


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Robert Gates

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21 OCT 1985

MEMORANDUM FOR: Deputy Director for Intelligence

FROM: John H. Stein
Inspector General

SUBJECT: OCR Inspection

A handwritten signature in cursive script, appearing to read "Bob", written over a diagonal line.

I would appreciate it if, in conjunction with the OCR inspection, you could send the attached letter or a variation of it to the office directors indicated.



John H. Stein

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